

ADMINISTRATIVE SERVICES  
COMMITTEE

COMMITTEE ROOM – December 13, 2004  
1:00 P. M.

PRESENT: Hons. Bob Young, Mayor; Hankerson, Chairman; Grantham, Co-Chairman; Cheek and Mays, members; Brenda Byrd-Pelaez, Human Resources Director; Warren Smith, HED Director; Lena Bonner, Clerk of Commission.

Also Present: Hons. Williams, Smith, Beard and Colclough, Commissioners.

**1. Approve Disability Retirement of Mr. Nicky Jewell under the 1977 Pension Plan.**

Mr. Grantham: I make a motion to approve.

Mr. Mays: Second.

Motion adopted unanimously.

**2. Presentation from developers regarding the rehabilitation of the Maxwell House Apartments.**

At this time Mr. Thomas Gallagher appeared before the committee and outlined the plans for the renovations of the Maxwell House. He noted that they are seeking approval for an issue of tax exempt bonds by the City of Augusta to allow them to finance these renovations.

After further discussion of the project, Mr. Cheek: I want to go ahead and make a motion that we pass whatever resolution necessary to support this initiative.

Mr. Mays: I'll second.

Motion adopted unanimously.

**3. Discuss the criteria for new housing standards for the city and CHDOs. (Requested by Commissioner Williams)**

Mr. Williams: I'm asking for some new guidelines on the rehabilitation of properties. .

Mr. Smith: The revitalization team is working on that now with your recent approval of the revitalization districts. I think we will have something back to you on a plan for design standards probably in February.

After further discussion, Mr. Grantham: I'm going to make a motion that we accept this as information and look forward to a final response on this in ninety days.

Mr. Cheek: Second.

Mr. Williams: I'd also like to get a report on the HOME funds.

Mr. Smith: I'll get that for you and the CDBG funds also as a part of that.

Motion adopted unanimously.

#### **ADDENDUM AGENDA:**

#### **ADDITIONS TO THE AGENDA:**

1. **Report back on safety performance for 2004 comparing statistics from 2001-2004 listed by department, type of injury and cost of claim associated with injury and lost work day, medical treatment cases, restricted duty cases in each year. Review of current safety program and program review for 2005 as well as staff goals for reduction of on the job injuries for 2005. (Requested by Commissioner Cheek)**
2. **Report back on energy conservation plan as well as other utilities including fuel by department, facility, and work section. Comparison of cost from 2001-2004. Comparison of units used BTUs, Therms, etc. Spread sheet form. Review of current energy conservation program and program review for 2005 as well as staff goals for reduction of energy consumed for 2005. (Requested by Commissioner Cheek)**
3. **Report on fleet utilization comparing total number of cars and trucks in fleet from 2001-2004, total number of vehicles taken home by department, justification for take home, number of administrative staff taking vehicles home compared to total number of call ins that have occurred in 2003 and 2004 by those employees. Review of fleet fuel conservation plan both existing and plan for 2005. (Requested by Commissioner Cheek)**
4. **Review City's Reduction of Force (RIF) policy and planned required notice to employees for RIF. What are the requirements for notice (total days)?**
  - **What separation packages will be offered?**
  - **Will there be job placement assistance?**
  - **Will there be retraining offered to RIFed employees?****(Requested by Commissioner Cheek)**
5. **Status report on career ladder implementation in departments. (Requested by Commissioner Cheek)**
6. **Status report on new employee manual – how long have we been working on it?, when can we expect to see a copy of the proposed new revision? and are new employees provided with a copy and is one available on line? (Requested by Commissioner Cheek)**
7. **Status of Augusta's Total Quality Program and program goals for 2005. (Requested by Commissioner Cheek)**

Mr. Cheek: I'd like to make a motion to add to our agenda today and then to defer to our next committee meeting these items.

Mr. Grantham: I'll second.

Motion adopted unanimously.

ADJOURNMENT: There being no further business, the meeting was adjourned.

Lena J. Bonner  
Clerk of Commission

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